



CAREER EXECUTIVE ASSIGNMENT

SERVICEWIDE PROMOTIONAL EXAMINATION

DEPARTMENT: FIRST 5 CALIFORNIA CHILDREN AND FAMILIES COMMISSION

POSITION TITLE: CHIEF DEPUTY DIRECTOR
CEA LEVEL 3

SALARY: \$8594 – \$9476

FINAL FILING DATE: JANUARY 29, 2013

IF YOU PREVIOUSLY APPLIED DURING THE PUBLICITY PERIOD OF 8/2/12 THROUGH 8/16/12, YOU NEED NOT REAPPLY.

Applications (Form 678), resumes and Statements of Qualifications must be POSTMARKED no later than the final filing date. Applications, resumes and Statements of Qualifications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS, RESUMES, AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

POSITION DESCRIPTION

The CEA is responsible for management, direction and oversight of Commission operations. Incumbent directs the ongoing operations and functions necessary to support the Commission's activities, including meeting the statutory mandates of the California Children and Families Act.

As a member of the Commission Executive Staff, the Chief Deputy Director has delegated authority and is directly involved in all operational and management functions including policy development, implementation of the strategic plan, recruitment and retention, supervision, fiscal accountability, contract management, communications and education/outreach. In the absence of the Executive Director, incumbent represents the Commission as appropriate.

Incumbent serves as the liaison with county commission representatives and other governmental entities and acts as an advisor to staff and others dedicated to implementation of the policy agenda for children age 0 to 5. Incumbent is responsible for complying with legal mandates, review of complex statutory directives; negotiating complex agreements and directing action on program activities.

FILING REQUIREMENTS

Applicants must first meet the following filing requirements:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

IN ADDITION, APPLICANTS MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Experience complying with legal mandates and obligations within the context of a State commission’s operational needs and fiscal resources, including developing and reviewing complex regulations that impact an entire program area and/or industry where there is a considerable amount of public interest.
2. Experience developing and managing a strategic plan and coordinating intra-division projects and programs to accomplish strategic goals and objectives.
3. Experience in public administration, business analysis, personnel management, budgeting and accounting, leadership and supervision which demonstrates the ability to motivate and manage staff.
4. Experience developing and managing strategic communications, including media relations, public relations and outreach, advertising, public speaking, and web implementation.
5. Experience resolving conflict between and/or among internal and external stakeholders at various levels, as well as taking appropriate and independent action on developing and overseeing a variety of program and fiscal operational activities.
6. Experience negotiating a variety of standard and interagency agreements with other public agencies, e.g., state agencies, counties, and other private partnerships related to projects and programs.
7. Experience presenting information and responding to inquiries from the Legislature and Executive Branch.

FILING INSTRUCTIONS

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.

FILING INSTRUCTIONS CONTINUED

- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES, TESTING UNIT
ATTENTION: BROOKE ARNESON
EXAMINATION: CEA LEVEL 3
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5454

TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE
APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

Release Date: January 14, 2013